

Directions: Use this graphic organizer as you write a **summary**.

Before You Read	Notes for Your Summary
<ul style="list-style-type: none">• Preview the text. Skim title, headings, subheads, visuals, and captions.	Title: _____ Author: _____ Topic: _____ _____

While You Read	Notes for Your Summary
<ul style="list-style-type: none">• Take notes on Who? What? Where? When? Why? How?	<ul style="list-style-type: none">• Who is involved? _____ _____• What is the main idea? _____ _____• Where? _____ _____• When? _____ _____• Why? _____ _____• How? _____ _____

After You Read	Your Summary
<p>Review your notes. Circle key information. Write your summary. Revise. Use the checklist.</p> <ul style="list-style-type: none">• title, author, topic• main ideas• my own words• correct order• time-order words• introductory phrases• shorter• enough information.• author’s opinion• clear and easy to read	